

78-3269

24 October 1978

MEMORANDUM FOR: Director of Personnel

FROM : Sayre Stevens  
Deputy Director, National Foreign  
Assessment Center

SUBJECT : Follow-Up  29-30 September 1978

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REFERENCE : Multiple addressee memo from DDCI,  
dtd 5 Oct 78, same subject

1. This memorandum responds to para. 9 of referenced memorandum:

"9. Promotion/Assignment Criteria. Design system to provide greater incentives for lateral assignment of employees, including both rotation and transfers, and incorporate into panel system."

"ACTION: Participants comment to O/Personnel by 11 October. O/Personnel prepare summary report with recommendations for action by DDCI by 18 October 1978."

2. The DDI Personnel Handbook dated May 1975 states:

It is Directorate policy to encourage transfers and rotational assignments where such assignments will provide experience contributing to the career development of the individual and will be of profit to the Agency. (See Section X of the DDI Personnel Handbook--attached.)

The National Foreign Assessment Center continues to endorse this policy. While we encourage rotational assignments and intra-directorate transfers, we do not have explicit incentives other than to make it clear that such movement contributes to career development.

3. In August 1978, we incorporated rotational assignments in the NFAC panel system. At that time we established the NFAC Assignments Panel (see attachment) (a) to review nominees for rotational assignment and (b) to consider the placement of employees who are returning from certain kinds of rotational assignments. The Panel makes recommendations for approval by the Chairman, NFAC Career Service Board. Although we have had only several months experience with this Panel, we are satisfied that it is a useful and worthwhile part of our overall career development process. For example, during the recent exercise to select personnel for the Inter-Directorate Rotational Assignment program, the Panel emphasized the selection of employees with the highest potential for the assignments. We selected 15 of our best officers to be nominated for the 10 positions offered. All are considered by NFAC management to have potential to reach supergrade rank and all were listed on the Personnel Development Roster.

4. In summary, we believe that NFAC has appropriately recognized the importance of rotations and transfers and that we have taken major steps in the establishment of career service mechanisms to deal objectively and fairly with rotations as a part of career development. We believe that these actions, combined with Agency initiatives in this area, are providing a fair framework for the future. These initiatives should serve to emphasize to all managers the priority that is given to this problem by Agency management.



for Sayre Stevens

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Attachments:  
As stated

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## SECTION X

### ROTATIONAL ASSIGNMENTS AND TRANSFERS

#### A. Policy

It is Directorate policy to encourage transfers and rotational assignments where such assignments will provide experience contributing to the career development of the individual and will be of benefit to the Agency.

#### B. Rotational Assignments

1. Rotational assignments may be within the Directorate, to other directorates, or to overseas positions and are limited normally to two years. Rotational assignments may result from specific vacancies or requests from another Office or Directorate.

2. Consideration for assignment to a rotational assignment will be given to all personnel applying as a result of a Vacancy Notice. Employees may also advise their personnel or administrative officer that they would like to be considered for future rotational assignments.

3. Employees are selected for rotational assignments based on their qualifications, experience, and the requirements of the position. If the assignment is inside the Directorate, or to another Directorate, Office heads or their designees will make the final selection. If the assignment is to an overseas position, including to a DDO Field Station, to the Office of the DCI, or to another government agency, candidates will be reviewed by the Directorate Career Service Board with final selection by the DDI. (Exception: PCS assignments of FBIS linguists to the DDO will be approved by the Director, FBIS.)

4. Employees on rotational assignment will retain their career designation with the expectation that they will return to their parent office at the conclusion of their tour. For overriding operational reasons, a rotational tour may be extended one year. Any tour beyond three years will no longer be considered rotational, and the individual's career designation will be changed

5. Opportunities for rotational assignments to foreign posts either within this Directorate or with the DDO are extremely limited; therefore, extensions beyond the normal tour-of-duty will not be approved. Personnel who have served one tour-of-duty abroad normally will not be selected for a second tour within a ten year period.

### C. Transfers

1. The transfer of officers from one component to another or to other directorates is encouraged where it fills a particular need of an organization, when it results in a better placement, or gives an individual opportunity for growth. Employees, career service panels, and managers should be alert for opportunities to effect transfers which will benefit an employee and the Agency.

2. Transfers may be initiated by an employee in the following ways:

- by responding to an Agency or DDI Vacancy Notice (see Section V);
- by requesting that the official file be shopped. This is accomplished by talking with supervisors or the component administrative officer. Employees should have in mind a specific office or function for which they would like to be considered, or they may request shopping to all components feasible to see what opportunities may be available;
- by informal contact with personnel in the components. While this approach is the least desirable, it is recognized that informal channels do exist and often result in transfers. If opportunities do arise through this method, employees should immediately proceed through supervisory channels to request transfer approvals.